

Agency Overview

The Division of Human Resources is responsible for the administration of the personnel system. DHR provides a system for classified state employees to be examined, selected, retained, promoted and compensated on the basis of merit and their performance of duties. The Division Administrator oversees a compensation system designed to attract, retain, and recognize employees; develops testing and evaluation practices to rank candidates based on their potential to perform state jobs, provides training opportunities and consultation to enhance the State's management of human resources; and maintains personnel files for State employees. The Division Administrator advises the Governor on employee compensation changes and other HR management issues. The Division provides administrative support to the Idaho Personnel Commission, whose responsibilities focus on formal hearings to resolve certain employment-related disputes.

The Division of Human Resources has two funds. The first is a dedicated fund, used for general operations. State agencies pay .615% of their classified employee payroll each biweekly pay period for DHR services. The second fund is a flow-through account, used to provide training programs. DHR charges agencies for the actual costs of the training. The revenue is collected via interagency billing, and payments are made for instructors and supplies from this account.

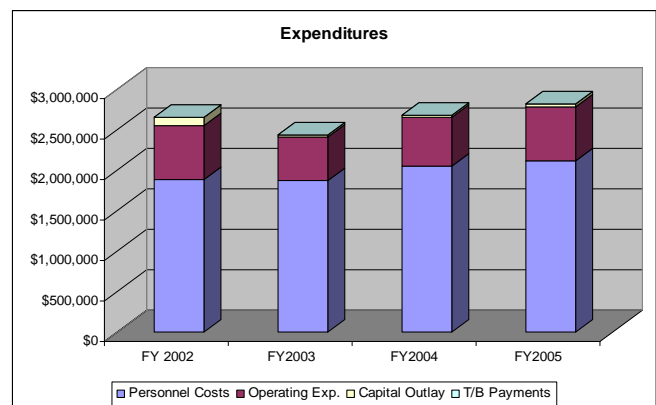
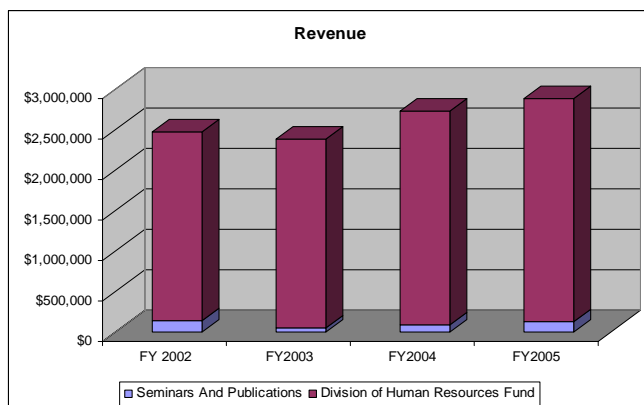
DHR has one office located in Boise, with recruitment information available on the Internet and in all Idaho Commerce and Labor field offices throughout the state.

Core Functions/Idaho Code

Idaho Code Title 67, Chapter 53, establishes the division of human resources in the office of the governor and states it is authorized and directed to administer a personnel system, including provision of personal and professional training, for classified Idaho employees.

Revenue and Expenditures

Revenue	FY 2002	FY 2003	FY 2004	FY 2005
Seminars And Publications	\$139,100	\$54,900	\$84,400	\$124,500
DHR Fund	<u>\$2,341,400</u>	<u>\$2,333,700</u>	<u>\$2,643,800</u>	<u>\$2,758,000</u>
Total	\$2,480,500	\$2,388,600	\$2,728,200	\$2,882,500
Expenditure	FY 2002	FY 2003	FY 2004	FY 2005
Personnel Costs	\$1,881,800	\$1,867,300	\$2,055,600	\$2,119,200
Operating Expenditures	\$672,200	\$546,900	\$598,300	\$665,900
Capital Outlay	\$102,200	\$25,600	\$23,500	\$39,300
Trustee/Benefit Payments	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	\$2,656,200	\$2,439,800	\$2,677,400	\$2,824,400



Profile of Key Services Provided

Key Services Provided	FY 2002	FY 2003	FY 2004	FY 2005
Number of employee training hours	18,906	26,554	27,296	23,998
Employees attending Open Enrollment	1,230	1,899	1,630	2,106
Certified Public Manager Students	101	91	102	112
Applications for state jobs	18,400	64,321	62,509	56,670
Number of job announcements	408	1,241	1,566	1,830
Number of classified hires	1,963	1,956	2,356	2,499
Idaho Personnel Commission Appeals	37	49	46	21

Performance Highlights

DHR created a partnership with the Idaho Dept. of Commerce and Labor to develop and implement an on-line job announcement, application, testing and tracking system, which was implemented in February 2002, and continues to improve and evolve in sophistication to date. The speed of the state recruiting process has increased, and job specific recruiting has resulted in better job matches. FY 2005 saw the creation of an on-line, timed, skill assessment testing process.

Each year, DHR conducts research via salary surveys to determine the average market rate for state jobs. In 2004, Idaho Code changed to require an annual benefits survey be added to this research. Each December 1st, DHR publishes its recommendations for changes in employee compensation.

Leadership training efforts were formalized in 2001 with the creation of the Certified Public Managers program. This national certified curriculum includes over 300 hours of coursework. To date, 135 state employees from 24 agencies have graduated from the program.

DHR works in concert with the Attorney General's Office and provides employment law and management training to reduce the risk the state may face in employment disputes. These efforts add to more effective HR management and are designed to reduce the number of disputed cases brought to the Idaho Personnel Commission.

For More Information Contact

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